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A G E N D A

Office of Logistics Quarterly Planning Conference
2 February 1984 - 1400 Hours

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Presenter

Opening Remarks

Objectives

DDA's "Quality of Life" Program

Personnel Exchange Program with
OF and NSA

→ Resolve Issues of Agency Take-
over of M&O of Headquarters
Building

→ Establish Overseas Personal,
Computer Capability

Closing Remarks

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FY 1984 DIRECTORATE-LEVEL OBJECTIVES

(Reportable to the DDA at Quarterly Planning Conference)

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Logistics Services Division (LSD)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.
- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.

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FY 1984 Directorate-Level Objectives (continued)

Procurement Division (PD)

- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Real Estate and Construction Division (RECD)

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- Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.

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- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Supply Division (SD)

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- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

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FY 1984 OFFICE-LEVEL OBJECTIVES

(Reportable to the Director of Logistics at Bi-weekly Sessions)

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

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Procurement Management Staff (PMS)

- Continue support to OL and Procurement teams.
- Reorganize Procurement Management structure.
- Continue responsiveness to increasing Agency acquisition requirements by establishing new decentralized procurement teams as necessary.
- Integrate CONIF with LIMS.
- Develop policy and resolve key issues affecting acquisition.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Logistics Services Division (LSD)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Develop a requirements package for low-volume copiers and issue a contract for copier rentals.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.

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FY 1984 Office-Level Objectives (continued)

P&PD (continued)

- Conduct a P&PD Bindery Automation Study.
- Develop an Automated Maintenance Program System for Division application.

Real Estate and Construction Division (RECD)

- Construct Northside utility lines to Headquarters, including electrical feeders.
- Provide additional water source to Headquarters, including three new fire hydrants.
- Install dual setpoint summer/winter thermostats at Headquarters.

Supply Division (SD)

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- Prepare feasibility study and recommendations for efficient repair and return of equipment.
- Establish a VM program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle.
- Develop a purification program to improve the viability of the ICS database prior to implementation of LIMS.

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- In cooperation with P&PD, prepare a briefing motion-picture film on Supply Division organization/activity at Headquarters and in the field.
- Establish a computer program to monitor and track usage of the storage facilities.
- Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.

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FY 1984 Office-Level Objectives (continued)

SD (continued)

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- Establish with a major customer of Logistics the capability to remotely and electronically input directly to the ICS stock issues.

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